

Details of Familiarization Programme imparted to Independent Directors of the under Regulation 25 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Orientation Programme upon Induction of Independent Director

- A familiarisation pack is handed over to the new Independent Director, which includes the Company's Corporate Profile, its Mission, Vision Statement, Organisational structure, the Company's history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company.
- In case the Independent Director is also inducted on any of the Committees, he/she is also handed the Committee Charter
- A detailed Appointment Letter incorporating inter alia the role, duties and responsibilities, remuneration and performance evaluation process is issued to the new Independent Director.

Familiarization initiatives on continuing basis

The Independent Directors have complete access to the information within the Company. As a part of Agenda of Board / Committee Meetings presentations are regularly made to the Independent Directors on various matter inter-alia covering the Company's strategy, business model, operations, markets, organization structure, product offerings, finance, risk management framework, quarterly and annual financial results, human resources, technology, quality and such other areas as may arise from time to time

Familiarisation is also achieved through broad-based engagement, under which business heads and functional heads are invited for one-on-one interaction with the Independent Directors.

Disclosures made to stock exchange, news and articles related to the Company are circulated to provide specific regulatory updates from time to time. Thus, all efforts are made to ensure that Directors remain familiar with their roles, rights, responsibilities in the Company etc.